

**GOODWOOD**

**The Role**

**Security Duty Manager** will be part of the Security Department, reporting to the Group Head of Security.

**About us**

At Goodwood, we celebrate our 300-year history as a quintessentially English Estate, in modern and authentic ways delivering extraordinary and engaging experiences. Our setting, 12,000 acres of West Sussex countryside and our story both play significant roles in Goodwood’s success. What really sets us apart is our people. It is their passion, enthusiasm, and belief in the many things we do that makes us the unique, luxury brand we are.

**Passionate People**

It takes a certain sort of person to flourish in such a fast-paced, multi-dimensional environment like Goodwood.  We look for talented, self-motivated, and enthusiastic individuals who will be able to share our passion for Goodwood to be **‘the home of exceptional experiences’**

**Our Values**

 **The Real Thing ‘Derring-Do’ Obsession for Perfection Sheer Love of Life**

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| Always inspired by Goodwood’s heritage | Daring to surprise and delight | Striving to do things *even* better | Sharing our infectious enthusiasm |

**Purpose of the role**

To provide effective operational management to the estate security team. We are responsible for providing 24/7 security coverage for our priority assets, including, family and wider Goodwood Estate. You will work closely with the Group Head of Security to ensure best practice, robust operational policies and procedures are in place for security. These include the continued development of new procedures and policies to further enhance security around the estate.

**Key responsibilities**

* Manage the Estate Security team across various shift patterns ensuring the correct monitoring, reporting methods, daily procedures and patrols are being completed, and appropriate handovers are in place.
* Line manager for the security team.
* Ensure the Security Control Room is managed appropriately and effectively.
* Management of the intruder, fire alarm, CCTV, and access control systems across the Estate.
* Ensure the safety of priority assets and the family is maintained 24/7.
* Risk assessment: Continuously assess security risks and vulnerabilities, making recommendations for improvements in security protocols and procedures.
* Documentation and reporting: Maintain accurate records of security incidents, activities, and security logs. Prepare regular reports for Group Head of Security.
* Emergency Response: be prepared to respond to security incidents and emergencies, such as breaches, alarms, fire alarms, medical incidents. Develop and execute emergency response plans.
* Ensure all Security policies and operational procedures are followed by the security team.
* Management of the duty rota. This includes scheduling and resourcing 24/7 and events security requirements.
* Supervise and lead the security team. Provide guidance, training, and support to ensure the team is effective in their roles. Support the development of the security team and maintenance of correct licencing and training.
* Develop and maintain an effective working relationship with Estate employees, tenants, contractors, visitors, neighbours, and key third-party agencies, acting as a Goodwood ambassador.
* Attend updates/refresher-training courses as required ensuring conformity with legislative requirements/best practice.
* Be the main point of contact for the security requirements during major events (Members Meeting, Goodwoof, Festival of Speed, Revival and Racecourse meetings), ensuring the safeguarding and protection of all employees, contractors, visitors, and the Family.

Requirements include:

o Planning and implementation; including staff briefings (internal and third party) and operational

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|  | event control rooms.  |
| o  | Ensure all staff and contractors are working in accordance with company security policies.  |
| o  | Develop and implement security plans for the Family and VIPs during the events.  |
| o  | Investigate incidents and provision of reports.  |
| o  | Liaise with representatives from the enforcing authorities as required.  |
| o  | Develop strong working relationships with the events leadership team.  |

**Qualities you will possess**

* Passion for what you do
* Positive and friendly with a “can do” attitude
* Excellent attention to detail and accuracy
* Ability to prioritise and organise
* Proactive
* Take responsibility for yourself
* Confident to make decisions and to stand by them
* Good negotiation and influencing skills
* Excellent communicator with a sense of fun!
* Flexible and able to adapt to various shift requirements
* Leadership skills and ability to motivate and develop

**What do you need to be successful?**

* Proven Experience in a security management role and/or managing people essential.
* SIA Licence Holder – Door Supervisor and CCTV Operations essential.
* Driving license essential.
* Relevant experience managing security requirements for events is desirable
* First Aid at Work Certificate essential.
* Strong organisational abilities to manage scheduling and resourcing effectively. Attention to detail to maintain accurate records and documentation.
* Problem solving skills to address security incidents and breaches.
* Strong knowledge of Microsoft office.
* Excellent written and verbal communication skills to convey security policies, procedures, and incident reports effectively.
* High ethical standards and integrity.
* Strong leadership and management abilities to oversee and motivate security personal effectively.
* A working knowledge of fire and intruder alarm systems is desirable.
* Experience of completing accident/incident paperwork.
* Flexibility to adapt around the security needs at Goodwood.
* Possess a DBS check or willing to have a DBS check and other in-house vetting checks.